

# TOWN OF ASHBURNHAM

Town Hall, 32 Main Street

Ashburnham, MA 01430

## APPLICATION FOR USE OF TOWN PROPERTY

1. Organization Name: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Check facility requested: Daytime Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

A. Meeting Hall, Fairbanks Memorial Town Hall (upstairs) \_\_\_\_\_

B. Winchester Park and/or Bandstand area \_\_\_\_\_

C. Stevens Memorial Library Grounds (Chapel Street side) \_\_\_\_\_

D. Town Hall Grounds \_\_\_\_\_

E. VMS, Senior Center \_\_\_\_\_

F. Other: \_\_\_\_\_

4. Date of Activity: \_\_\_\_\_ Rain Date: \_\_\_\_\_

5. Number of People Expected: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

6. Purpose for Use \_\_\_\_\_

7. The applicant, through its authorized representative whose signature appears below, agrees to comply with all the terms and conditions as contained in the Board of Selectmen's policy for the use of town property.

Signature of Applicant: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

*No smoking is allowed in any public buildings.*

Date, time and facility available and approved: \_\_\_\_\_

Town Hall Custodian

Application approved with the following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved and applicant notified: \_\_\_\_\_ Not approved: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## **POLICY USE OF TOWN PROPERTY**

- I. It is the intent of the Town of Ashburnham to make available for use to all qualified applications, town property as described further in this policy.
- II. Description of property available to use:
  - A. Fairbanks Memorial Town Hall, 32 Main Street.
    - 1. Meeting Hall, upstairs, Elevator  
Stage, seats 180 people, no tables, restricted balcony access.
    - 2. Winchester Park, /Bandstand area/Stevens Memorial Library field area/  
Town Hall Grounds: Electrical power supply limited. Restrooms limited  
to user providing custodial coverage. User to empty rubbish into Town  
Hall/Library dumpster.
    - 3. VMS, Senior Center: Available evenings or weekends.
- III. Eligibility: The following groups and/or individuals shall be eligible to use town property:
  - A. All town boards, committees and commissions.
  - B. Non-profit organizations based in Ashburnham.

The following groups and/or individuals shall not be eligible to use town property.

- A. Those who discriminate in their membership, programs or philosophy on  
the basis of race, color, creed sex or any other qualifiers.
  - B. For profit organizations.
  - C. Organizations that will use town property to conduct religious services or  
the presentation of religious doctrine.
  - D. Organizations that are comprised of youth unless accompanied by an adult  
(21 years or older).
  - E. Those who fail to abide by this and other policies, rules and regulations  
pertaining to use of town property.
- IV. Sign Up Procedures
  - A. Town boards, committees, commissions:
    - 1. Regularly scheduled meetings: Meeting places and times are posted with  
the Town Clerk. Changes from the posted schedules shall be made with  
the Town Administrator's Office. The town administrator, to the extent  
possible, shall attempt to comply with desires, but in the event of  
conflicting schedules, the decision of the town administrator shall be final.
    - 2. Special Meetings: Town boards, committees, commissions wishing to hold  
special meetings on dates other than regular meeting dates shall submit  
their request for meeting space on an approved form to the Town  
Administrator and Custodian. Unless there is a conflict with other users,  
the request shall be granted.

B. Non-Profit Organizations Based in Ashburnham

Non profit groups shall submit their request for use of town property on an approved form to the Town Administrator at least 10 days before the date of requested use. If necessary or appropriate the Town Administrator will consult with the Board of Selectmen, other town department heads and the Custodian before approving or disapproving the request. The Town Administrator may attach conditions to the approvals, which may be appropriate for the type of meeting or function being planned.

V. Room Use Charges

- A. Town boards, committees and commissions: No charge.
- B. Non profit organizations: No charge, except for the upstairs Meeting Room which will have a \$100.00 user fee per event or if the Town Administrator determines that special circumstances requires a user fee for other location.

VI. Rules & Regulations

- A. The user is responsible for setting up for their meeting or function and returning furniture to its original place after the meeting or function is completed.
- B. The user is responsible for clean up of the town property including the picking up of all litter, the removal of any display material and if applicable the cleaning of all kitchen equipment and utensils.
- C. No alcoholic beverages allowed. Smoking is not allowed in any public buildings.
- D. The user agrees to release the Town for any and all damages from any cause to persons or property during its use of town property and it indemnify and pay the Town for any damages to its property resulting from the use of said property. The user also agrees to indemnify and hold harmless the Town against any and all claims which may be made against the Town for property damages and personal injuries sustained by any person including the user which may result from the use of said property by the user.
- E. The Town at its discretion may require the user to furnish a certificate of insurance indicating the Town of Ashburnham as an additional insured for the following coverage:

Personal & Bodily Injury:	\$200,000
Property Damage:	\$100,000